

**CLASS TITLE:**

**COORDINATOR,  
POLICE AND FIRE FUNDS**

**Class Code: 02590400**

**Pay Grade: 24A**

**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To act as coordinator between the Policemen's and Firemen's Board, state universities, legal counsel, attorney general's office, the Director, the Administrator, and Police and Fire pensioners for the purpose of promoting and maintaining effective operations of the program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general assignments are received with considerable latitude for the exercise of independent judgement in carrying out assignments; work is reviewed for results obtained and for conformance with established policies and standards.

**SUPERVISION EXERCISED:** Coordinates and supervises the work of clerical personnel and reviews work in process and upon completion.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To act as coordinator between the Policemen's and Firemen's Board, state universities, legal counsel, attorney general's office, the Director, the Administrator and police and fire pensioners for the purpose of promoting and maintaining effective operations of the program.

To develop and maintain cooperative relationships with other state agencies, attorney general's office, board members and the recipients receiving monthly annuities under this program.

To be responsible for the internal transfer vouchers for tuition payments.

To participate in monthly board meetings as a resource person in formulating methods and procedures regarding disbursement of funds.

To provide assistance in researching statistical information in preparation of the annual budget.

To be responsible for the maintenance and updating of all files belonging to the program.

To assist the board in the preparation of proposed legislation.

To assist in planning, coordinating and directing the policies and function of the division.

To gather information required for use as a basis for important administrative decisions.

To handle important and routine correspondence.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the General Laws of the State of Rhode Island relating to the Police and Fire fund and the ability to interpret and apply such rules and regulations; a working knowledge of the principles and practices of office management; a working knowledge of, and ability to carry out, requisitioning, disbursing and budgeting control functions; a familiarity with the principles and practices of public administration; the ability to plan, organize and supervise the work of subordinate clerical personnel; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a high school; and

**Experience:** Such as may have been gained through: employment in a responsible position involving supervision of the work of an office staff engaged in performing routine and difficult clerical decisions.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/03